

Senior Program Manager

BSSC124009

Barbour; Berkeley; Braxton; Brooke; Cabell; Calhoun; Clay; Doddridge; Fayette; Gilmer; Grant; Greenbrier; Hampshire; Hancock; Hardy; Harrison; Jackson; Jefferson; Kanawha; Lewis; Lincoln; Logan; Marion; Marshall; Mason; Mercer; Mineral; Mingo; Monongalia; Monroe; Morgan; McDowell; Nicholas; Ohio; Pendleton; Pleasants; Pocahontas; Preston; Putnam; Raleigh; Randolph; Ritchie; Roane; Summers; Taylor; Tucker; Tyler; Upshur; Wayne; Webster; Wetzel; Wirt; Wood or Wyoming

\$63,675 - \$106,125

General Description:

Under general supervision, performs complex administrative and professional work at the advanced level in managing and directing several major statewide program components within the Office of Programs and Policy, Division of Regulatory Management, Bureau for Social Services. This position oversees work in the areas of institutional investigations, licensing regulations, data management, reviewing out-of-state residential treatment facilities and protective service background checks. Oversees the investigation of child abuse and neglect allegations involving children in out-of-home settings. This position is responsible for the evaluation and use of out-of-state programs for children. Has oversight of the collection and evaluation of data in the areas of provider outcome measures, CPS/IIU intake and investigation trends, trends in out of home child abuse/neglect, and maltreatment findings. This position interprets policy and state and federal legislation and makes recommendations on outcome measures for provider agreements. Responsibilities include planning, policy, and program development, direction, coordination and administration of the operations of data collection, the IIU, and out-of-state residential facility review and approval.

Position Numbers: 0511P03832

Minimum Qualifications:

Training: Bachelor's degree from an accredited college or university.

OR

Substitution: Seven (7) years of full-time or equivalent part-time experience in the program area or related field.

Conditions of Employment

- Applicants must pass a background check before beginning employment.
- Applicants are subject to recurring background checks as may be required by law, rule, standard, or policy.
- Applicants will be required to work on-call shifts periodically, as assigned by their supervisor.
- Applicants may be subject to mandatory overtime requirements and must be available for travel.
- Applicants must possess a valid driver's license prior to appointment and continuously maintain such license while employed in this classification.
- Applicants shall successfully complete training as may be required by policies established by the Commissioner, or as may be required by law, rule or policy.
- Applicants must possess the ability to perform the essential functions and tasks of the classification with or without accommodation.

Benefits Include:

- Paid vacation, holidays, and sick/family sick leave
- Health, dental, vision, retiree health, basic life, and supplemental life insurance
- Employee wellness clinic
- Flex benefits
- Deferred compensation and retirement

The West Virginia Department of Human Services is an Equal Opportunity employer. **This position announcement is established as of January 16, 2024 , and will remain open until January 23, 2024.**

Submit a paper application or detailed resume and any correspondence concerning this vacancy to: OHRMOSAClassComp@wv.gov. Please put **BSSC124009** in the subject line of your email.

Note: Due to recent legislation, positions filled for the Department of Health Facilities and Bureau for Social Services beginning January 1, 2024, are no longer covered by the West Virginia Division of Personnel. These positions are now covered under the Office of Shared Administration Comprehensive Human Resources System.